NPD Intranet Homepage…*Financial Information on Demand*

by Bob Taylor

Project managers, supervisors, or anyone else tired of trying to stay on top of things financially may now find the answer to their prayers in the NPD Intranet Homepage.

With this new product a manager may quickly scan a financial summary of pertinent accounts and, upon spotting a questionable item, "drill down" by mouse click to finer levels of detail until either satisfied with all charges or convinced that a miscue occurred. In the latter case, armed with a transaction list, the manager may confidently request an explanation from the responsible party.

What and Where is it?
Anyone within the division (meaning HQNPD and all four districts) possessing a web browser such as Netscape or Mosaic can easily get to the NPD CorpsNet Web Site. By pointing and clicking, a COEMIS account summary is available in less time than it takes to read this paragraph.

The Web Site is presently found at URL address: *http:// goo.npd.usace.army.mil/* (This address may change slightly.) From this page, select <u>Headquarters, North</u>

<u>Pacific Division</u> to go to the NPD Intranet Homepage. Select <u>Resource Management</u>, then select <u>Finance and Accounting Interactive Queries</u>.

From here, you can retrieve a detailed cost listing with a mouse click, while another click brings up an itemized list of charges by field type and English Language organization code description. Additional details are available if labor-related charges are involved; in that case, another mouse click will fetch a list of specific transactions by name, number of hours, number of dollars, and transaction date. All information is as current as the last COEMIS F&A cycle. Its date is prominently displayed.

How Does it Work?
Using one-year-old technology, the NPD Intranet Homepage is connected to a Web Server, a device which monitors the Internet for requests coming its way.

The Web Server ascertains whether a static or dynamic web page is requested. A "static" page is preformatted and ready for display, such as a picture of the Corps Castle. A "dynamic" page must be created on the fly from information residing in a database. If a static page is desired, the appropriate file is retrieved and

Q&A

Q: I am a user on the Division side of things, and I am used to mapping to a drive using the NET USE command. In Windows 95, if I go to the DOS prompt and type "net use j: \\npd0x\ [server directory]" (for example) I am only connected until the connection drops or I turn off my machine. I want this connection to stay. How do I replicate the NET USE command?

A: In Windows 95, do the following:

1. Right click (once) on the Network Neighborhood or My Computer icon.
2. From the menu, select Map Network Drive.
3. Select the Drive letter you want.
4. Click the Path box and then type the path of the drive and directory you want (i.e., npd0x/ [server directory]).
5. Click the Reconnect at Logon box at the bottom of the screen if it does not contain an X.

Q: Using Word, I have tried printing out one page memos and often they come out to be one page and a couple of lines. Even after trimming out any excess text it is still too long. Is there a way I can make my document print out on only one page?

A: You can actually cut your documents down to size.

1. Choose Print Preview from the File menu.
2. Click the Shrink to Fit button. It looks like this: Word does its best to fit all of the text on one page.

To have your Shrink to Fit button available on your toolbar all the time, pull down the Tools menu, select Customize, then the Toolbars tab. In the Buttons box displaying the toolbar icons, locate the Shrink to Fit button. Click and drag the button to an empty space on your toolbar. Click Close to exit the Customize screen.

If you want to undo a Shrink to Fit command, choose Edit, Undo Shrink to Fit or press Ctrl+Z.

TeleBits

Voice Mail Quick/Express Messaging

by Karen Gregos

Meridian voice mail was recently implemented at the Custom House. Robert Duncan Plaza offices have had VoiceCom voice mail service for just over a year, and will eventually be converted to Meridian Mail as well. Feature usage differs between the two systems, but the usage policy is the same.

Quick/Express messaging allows callers to bypass a telephone extension and go directly to an individual voice mailbox to leave a message. This simply enables callers to leave a message without ringing through the extension or being transferred to the mailbox by reception staff. Callers should keep in mind that when using quick/express messaging, they are bypassing the called party's greeting, which normally indicates their absence or availability to respond.

Custom House:

To leave an *express message* in an individual's voice mailbox at the Custom House, dial 326-7398#. The system answers "Express Messaging, to mailbox?" Enter the desired mailbox number, followed by pressing #. You will hear the recorded name and "Please leave a message after the tone."

Duncan Plaza/Moorings:

To leave a *quick message* in an individual's voice mailbox at Duncan Plaza or the Moorings, dial 326-6242#. The system will answer with voice mail options. Press * and enter the desired mailbox number. You will hear the recorded name and "recording."

NOTE: When dialing into the voice mail systems, enter # at the end of the phone number to ensure touch tone is enabled.

Area Code Change Reminder:

The Northwest corner of Oregon remains area code **503** and the rest of the state is now area code **541**.

Directory Listings

The new telephone directory has gone to print and is expected to be distributed by the end of July. Updated telephone listings are posted monthly to the NPP and NPD LAN telephone directories, and cc:Mail address listings are updated daily. To ensure listings reflect consistent and accurate information, requests for changes need to include the following information and be submitted to both Sheila Findley and Lynn Huynh via cc:Mail.

- NAME (last, first, mi)
- JOB TITLE
- OFFICE SYMBOL
- PHYSICAL LOCATION
- ROOM OR FLOOR NUMBER
- EXTENSION

Field Offices include:
- COMMERCIAL PHONE NUMBER with AREA CODE

Meridian telephone name displays are based on extension numbers, often reflecting office or multiple employee names. To request changes to Meridian telephone displayed names, identify the telephone extension and new name, and submit requests via cc:Mail to Gus Hunnicutt.

It is recommended that change requests be coordinated with the administrative staff of the submitting office.

IM Moves...The Dust is Still Settling

If you think the dust is beginning to settle on the third floor of Robert Duncan Plaza, it's an illusion. The activity has just moved down the block, so to speak. Currently, major renovation of the computer room is underway as the Information Management offices receive their finishing touches (some work still remains). If you've been to the third floor lately you have probably noticed that there have been significant changes, most notably a much more open feeling to the office.

Customer Support successfully completed their move to the southwest corner of the third floor without interruption of service to their customers. "It was our goal that Customer Support stay fully operational throughout the move," said Jim Hackett, IM-R, in charge of IM's relocation. "The Customer Support Division should be deservedly proud of that accom-

plishment. It took a lot of coordination and cooperation from all the staff." Now, instead of turning right when you get off of the elevators, turn left and you'll see the new glass door that leads to the Customer Support offices (across from the Learning Resource Center.)

Where Customer Support used to be we will soon see the Mail*Hub Center. IM-R and IM-T will remain in approximately their current locations.

Construction is to be completed September, 1996. IM personnel now housed at the Federal Building will be moving over to RDP by this fall and it is planned that IM-V will relocate from the second floor to the third floor. The Cyber systems will remain at the Federal Building with a few operators, but all IM offices will be located at RDP before the end of the fiscal year.

Check Out the Digital Camera

A Kodak Digital Camera is available for rental through Visual Information. Your images are stored on a disk (instead of film) which can then be downloaded to your computer in *.tif* format. The daily rental cost for this equipment is $20.00. If you have any questions or would like to reserve the camera, call Steve Smith, ext. 6937.

Coming Soon to Your Web

by Diane Treick

IMparts Goes ONLINE

A paperless office? Will it ever really happen?

Well, if it weren't for the Internet, it may never have. But, thanks to the Internet, it is possible to reduce your recycling bin by at least one publication – IMparts, beginning with the next (Fall) issue.

When you are faced with the decision to place your documents on the World Wide Web (we all know it's coming) there are several considerations: Where do you put it? How do people read it? What is "HTML" anyway, and do I have to know it?

These are some of the questions we've been faced with and we feel we have made the best decision for today's Web offerings.

We have chosen to convert IMparts into what is called portable document format (PDF). These formats are viewable on the Web with the aid of a viewer. The reason we are going with a PDF rather than a straight HTML (Hypertext Mark-up Language) home page is that with PDF the document maintains the look and feel of the original, paper document. The file will be posted on the Web server, just like an HTML file, and it is then viewed by users through the viewer.

The viewer we are using for IMparts is Adobe Acrobat Reader. Acrobat PDF files can now be viewed many places on the Web. In fact many government documents are already available as PDF files. Many of you may already have the Acrobat Reader but for those who don't, IM-T plans to download the reader for IM customers.

We will let you know through the Information Management Home Page on the Intranet and through cc:Mail where to find IMparts online once we finalize all of the detailed decisions.

IM-V to Create Photo Library Site

NPD has been selected to develop and manage a Web page on the Internet for a centralized photo library for the entire Corps. The concept is that original photo slides will be collected by the Public Affairs offices around the Corps.

The images will be basic project shots, special events, and general interest to other Corps offices and to the public. After photos are collected they will be digitally scanned onto Photo CD. They, along with general data, will be entered into a special image database software. Web pages will be designed so users can access and search the site for images that fit their needs. After a search is accomplished by the user, thumbnail images will appear with the choice of downloading a high quality copy to the user's own computer for local use.

The goal is to have about 2,000 to 3,000 image on the Internet by next year for availability through-out the Corps. Chief of IM-V Steve Smith was selected by Headquarters to manage this project. Steve hopes to be online before Christmas of this year. Currently, software is being evaluated for the image database. A student is being hired to help with this project.

To view the IM-V Home Page on the Web, point to *http://goo/ corpsnet/im/npd-im-v/npd-im-v.htm*.

YEAR 2000

Born in 1955? Consider yourself ⁻55 years old!

This is how your age would be determined if, when the year 2000 rolls around, there were no changes made to computer systems' date fields. If you asked the computer to calculate your age based on the year 2000, the computer would subtract 55 from 00, giving you ⁻55. This is because, in most information systems, the year is allocated two digits – you know, the old MM/DD/YY format.

The Year 2000 is upon us, and the Information Management office is planning for the transition now as it relates to hardware, Commercial Off-the-shelf Software (COTS), and applications. We will keep you informed of the progress we make in handling this problem as we approach the end of the 1990s.

The World Wide Web offers a lot of information on how the Year 2000 dilemma is being dealt with. Turn to page 7 for a list of Year 2000 WWW sites to look up.

NPD Intranet Homepage...*Continued from page 1*

sent to the requester. For a dynamic page, the Web Server contacts the appropriate database, executes a query stored within that database, then creates a web page from the data returned. It then sends this newly created page to the requester. This dynamic capability is what provides the NPD Homepage its punch.

What are the Advantages?

An advantage to local managers include mouse access to financial information without worry that the data is out of date or incomplete. You'll notice over time that the information will become more accurate by virtue of the ease of scrutiny. (In other words, people will be less apt to enter incorrect cost accounts knowing that the probability of a mistake being detected is high). This technique will mesh very well with CEFMS, in which case the information will be as current as is humanly possible.

Advantages to IM include freedom from fussing with procedures to upload information from COEMIS to a reporting system, and the knowledge that customers are getting information "straight from the horse's mouth." (In this case, each district's COEMIS F&A database.)

What Next?

IM is working with CENPD-RM to provide "drop down" help menus to relate COEMIS accounts to projects they support. For military projects, this will be first by AMPRS location code with a second menu for AMPRS projects at each location. The F_A_INTERFACE table from

AMPRS will be used to associate COEMIS accounts and projects, thus providing an inclusive, project-level status report.

For civil projects, the first drop down menu will be by "category" followed by "class" and "subclass" menus and a list of civil projects supporting a category/class/subclass grouping. For the Revolving Fund, IM is working with the NPD Budget Office to obtain the most logical grouping of accounts. With these help menus in place, the NPD Web Site will become a valuable tool even for those unfamiliar with COEMIS F&A. As a bonus, this grouping of accounts by project will assist in our preparation for next July's CEFMS deployment.

IM is also working to retrieve specific transactions from Funds Control for non-labor charges. Once complete, this will permit the retrieval of specific transactions for all charges to any COEMIS F&A account including the name of the individual doing the posting.

A Final Explanation:

The term "Intranet" refers to a local reporting system, which uses the World Wide Web, or Internet, for its technology but which restricts access in some manner so that only certain work stations are served. In our case, access will be restricted to work stations residing in NPD, NPA, NPP, NPS, or NPW headquarters or in one of the affiliated resident or area offices or labs.

Netscape Tips

Did you know that you can make a list of your favorite sites in Netscape? It's much easier than trying to remember the URL (address) in order to get back to that cool site you just visited. It's called making a Bookmark. When the site you want to remember displays, click the <u>B</u>ookmarks from the menu bar and choose Add Bookmark (or press Ctrl+D). It's that easy. From then on, you'll see that site in the Bookmarks menu. All you have to do is select Bookmarks from the main menu and your Bookmark sites display.

Did you know that you can edit a Netscape Bookmark list? You can organize the list by subject, alpha-betical order, or even "work" and "play" sites – whatever works for you.

First, open your Bookmark list by pressing Ctrl+B. You will notice that this list is very similar to the one that appears when you choose Bookmarks from the menu. The difference is, you can rearrange this version.

Now, grab any one of the sites with your mouse. Hold down that mouse button and drag the site to the very top of your list. As you are dragging the bookmark, it shows on your screen as an empty square. When you let go of the mouse button, the book mark stays where you put it.

Do you want to move several bookmarks at a time? Hold down the Ctrl key as you click on each site to keep them all selected. Then, when you have selected all of the bookmarks, drag them with your mouse to their new location. If you do not like a move you have made, just click on the Edit menu and choose Undo (or press Ctrl+Z). Easy, eh?

Did you know that you can connect and log on to an FTP site from within Netscape? Even one that requires a username and password? In the Location box, simply enter your login name, password, and the site name exactly as follows:
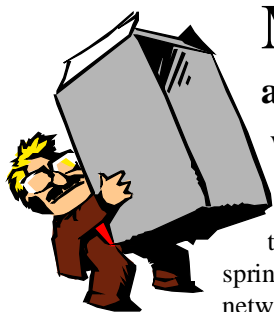
ftp://username:password@servername <or> ftp://yogibear:boo-boo@picnic_basket

where Yogi Bear's password is boo-boo and the ftp site is picnic_basket. Make sure you have the colon and @ sign separating the three entries. Note, however, that your password will be visible to anyone who can see your monitor, so use this command wisely.

Web Surfing: Year 2000 Sites
http://www.army.mil/disc4-pg/test/iiac/y2k/index~1.htm
http://www.nismc.navy.mil
http://www.year2000.com/cgi-bin/clock.cgi
http://www.auditserve.com/year2000/countdown
http://www.software.ibm.com/yar2000/paper.htm
http://testor.uta.edu/!fadi/2000.htm

Movers & Shakers...
and assorted bits & pieces

Welcome **Kimber Taylor** in Customer Support who brought her enthusiasm and talents to IM in June...she replaces **Steve Schalock** in supporting our Macintosh and Windows 95 customers. IM's Administrative Assistant **Alice Carraher** left our office in June to pursue other interests. Welcome to Computer Operator **L.A. Graham** who is new to IM-P-O. IM-T has two new faces as of this spring...**Dawning Liu** is providing support for Water Management and **Esteban Gutierrez** provides network and CEAP support.

Of course the entire IM office has changed and relocated and is still changing and relocating throughout the summer. Almost all of IM will be under one roof by the time the organization is changed from NPD-IM back to NPP-IM this coming fall. All of these changes are being viewed as opportunities to better serve our customers.

More Tips...*provided by Ron Tierney and Joy Colton*

EXCEL
- Name Your Excel Sheet

Did you know you can name your Excel worksheets? You can. It's easy and we'll show you how.

Go to the sheet name tables at the bottom of the Excel window. By default they are named Sheet1, Sheet2, Sheet3, and so on. Pick a sheet you want to rename and double-click its tab. This opens the Rename Sheet dialog box and all you do is type in a name. You can use 31 characters and include spaces. After you enter the name, click OK or press Enter to close the dialog box and save the name.

CC:MAIL
- Storing a List of Subjects

When preparing a new message in cc:Mail for Windows, you can enter the subject of your message in the Subject text box. The New Message window also provides a Subject button that enables you to keep a list of subject lines that you use frequently. To add the subject of a message to your list of subjects:

1. Type the subject into the Subject text box and then click the Subject button.
2. When the Subject dialog box appears, choose ADD TO LIST.
3. Choose CANCEL, or press ESC to return to the New Message window.

The next time you are preparing a message, you can view your list of subjects and select a particular subject from the list instead of typing the subject text each time.

WINDOWS 95
- Associating .doc Extensions

To associate .doc extensions with Microsoft Word or WordPad:

1. Double-click My Computer
2. On the View menu, click Options.
3. Click the File Types tab.
4. In the Registered File Types box, click Microsoft Word 6.0 Document.
5. Click the Edit button.
6. Click the New button.
7. In the Action box, type "Open with WordPad" (without quotation marks).
8. In the Application Used To Perform Action box, enter "<path>:\wordpad.exe" "%1" where <path> is the full path to Wordpad.exe. The quotation marks are required.
8. Click OK.

If you double-click a .doc file, it opens with Microsoft Word. However, you can now use the right mouse button to click a .doc file and then click Open With WordPad on the menu that appears to open the file in WordPad.

- View Icon Properties Quickly

An easy way to see the properties of any icon is to hold down the ALT key and double-click the object. This displays the properties menu.